Tooele Technical College

Operation, Maintenance and Improvement Plan for Physical Facilities and Technical Infrastructure

Purpose

To continually develop, maintain and improve the Tooele Technical College (Tooele Tech) buildings and technical infrastructure in a manner that supports the mission of the college and provides adequate, safe, and clean facilities with appropriate supporting systems for classrooms, labs, shops, offices, rest rooms, lounges, meeting rooms and parking areas.

Personnel, Roles, and Responsibilities

Facilities Services include the Vice President of Finance and Operations, Facilities Manager, Head Custodian, full and part time Custodial Staff, and Grounds Crew.

Technical Infrastructure includes the College President, Director of IT, and IT specialist

Instructional Services includes the Vice President of Instruction, Instructors, Adjunct Instructors, and Program Managers.

College's Executive Staff includes the College President, Vice President of Finance and Operations, Vice President of Instruction, and the Vice President of Student Services.

The Vice President of Finance and Operations leads the college's facilities. Facility personnel, equipment, and supplies are budgeted under the direction of the Facilities Manager and approved by the Vice President of Finance and Operations. The Facilities Manager is responsible for operation, maintenance and security of College facilities and day-to-day operations of the facilities including: custodial, building maintenance, grounds maintenance, event set-up, material handling, utilities, motor-pool, hazardous materials, campus health, safety, security and risk management.

The College President leads the college's Technical Infrastructure Services, which is comprised of the Network Administrator and Network Assistant. The Network Administrator is responsible for the day-to-day operation and maintenance of the Colleges technical infrastructure. He is also responsible to continually assess the adequacy of these computer systems and implement appropriate improvements and repairs to ensure unnecessary technology barriers, that would hinder a student from progressing, are removed. These responsibilities extend to offsite infrastructure, even if it is maintained by a third party, and cover all technology used for distance education.

The Vice President of Instruction leads the college's Instructional Services. Instructors are asked to identify, acquire, and maintain equipment and supplies required for their individual programs. Instructors are empowered to replace equipment through the annual Program Planning and Budget Meeting process or through the Emergency Purchases Process. Obsolete equipment is appropriately disposed of by faculty.

Facility and Equipment Operation, Development, and Improvement Planning

Operation, development and improvement of the College is undertaken in accordance with Utah State Code and the Utah Division of Facilities Construction and Management (DFCM), which defines a process for the request, approval and limitations of capital development and improvement plans for state funded institutions. Project funding and approval follow one of three processes depending on the scale of the request. A schedule and description of these processes are shown below:

Title	Review Period
Capital Development Plan	**Annual, Projecting 5 Years**
Capital Improvement Plan	**Annual**
Tooele Tech Projects	**Annual**

Capital Development Plan – Remodeling site or utility project with a total cost of $2,500,000 or more; new facility with a construction cost of $500,000 or more; or purchase of a real property where an appropriation is requested to fund the purchase. Capital Development Plans are developed only with the request of new facilities.

Capital Improvement Plan – Remodeling, alteration, replacement or repair projects with a total cost of less than $2,500,000; site and utility improvements with a total cost of less than $2,500,000; or a new facility with a total construction cost of less than $500,000. Capital Improvement Plans are developed annually.

> Capital Funding Approval - Capital projects are recommended by the College President and submitted to the Executive Staff, which is made up of the College President and Vice-Presidents. The College Board of Directors approves all capital requests prior to submission to the Utah System of Technical Colleges Board of Trustees for approval. Both capital development and improvement requests are received annually by DFCM. The State Building Board then makes recommendations to the legislature for consideration for funding. Capital development and improvement policies and procedures are written in the following documents:

- Utah State Building Board Capital Improvement Policy
- State of Utah Code 53B-6-101 Master Planning
- State of Utah Code 63A-5-104 Capital Development and Improvement

Tooele Tech Projects – Tooele Tech Projects include the remodeling, alterations, replacement and repair projects not funded directly by the state. Tooele Tech project needs are reviewed and updated annually. The College has an ongoing budget for campus improvement projects. The Facilities Manager recommends and submits project prioritization requests to the Vice President of Finance and Operations prior to submitting this request to Executive Staff. Once projects have been approved by the Executive Staff, the Facilities Manager delegates the completion of these projects.

Technical Infrastructure Operation, Development and Improvement Planning

The college maintains an Information Security Policy that ensures information technology needs are addressed at the executive level on an ongoing basis – usually monthly. Issues such as overall IT system health, budget and priorities are covered. The College has an ongoing budget for IT infrastructure improvement projects. After getting direction from these monthly meetings the Network Administrator focuses daily efforts to constantly improve and update IT systems and infrastructure.

A separate yearly budget planning meeting is held to prioritize the overall IT budget and make sure all program needs are being meet with respect to IT infrastructure, hardware, software, training, and system support.

Facility and Equipment Maintenance and Repair

Facility Services respond to day-to-day facility and equipment maintenance and repair requests. For requests that require advanced or specialized knowledge and/or skill, equipment vendors and third party vendors are contacted to complete the project with oversight from the Facilities Manager.

The College uses a web-based Computerized Maintenance Management System (CMMS) that employees use to submit work orders to the Facilities Manager. The CMMS is accessed through the College website. When requests are submitted, the Facility Manager assigns the appropriate maintenance personnel to respond to the request, and the requestor is sent an email updating them of the status of their request.

The Tooele Tech follows the State of Utah, Division of Facilities and Construction Management (DFCM) standards for all preventative maintenance procedures. The DFCM conducts an annual audit to make sure those standards are being met.

Technical Infrastructure Maintenance and Replacements

College IT staff members respond to day-to-day technical needs as well as replacement and repair requests. These requests come in many forms including: email, text, phone calls, voicemail or in person communications. Requests are taken care of immediately, whenever possible. If this is not the case the request is put into a task list and sorted by priority on a regular basis. Most critical servers and infrastructure have alerting systems in place to send an email when critical thresholds are reached, so the problem can be resolved before causing business disruption. The Network Administrator is available 24/7 by cell phone for any emergencies that arise.

Health and Safety

Health and Safety Procedures at the Tooele Tech are contained in the Health and Safety Plan and Emergency Procedures. The Health and Safety Plan and Emergency Procedures outlines the protocol for the management of the health and safety of students, employees, and guests in cases of sickness, accidents, fire safety, emergency and evacuation, security and safety on campus. Tooele Tech also

uses a third-party mass notification system (Crisis Manager) to notify students and employees of campus-wide emergencies and closures. These plans and procedures can be found on the campus website and the Crisis Manager app. Students are provided a demonstration of the app and receive instructions on downloading it during the New Student Orientation.

Utah State Division of Risk Management performs annual inspections of the College, requiring the College to follow prescribed state and federal rules and regulations. Division of Risk Management performs inspections of all areas of the campus and facilities annually and issues a comprehensive report. The comprehensive report provides feedback on items that need to be corrected in a certain time frame.

Security

The College controls access to facilities using electronic card readers at the main entrances. A burglar alarm and camera system is installed on the campus for security purposes. In addition there are Panic Buttons that are located at the Reception Counter, Bookstore and 2nd floor Administrative Assistant's office. An Annual Crime Report is available on the College web site.

Privacy, Safety and Security of data contained at the Tooele Tech is covered in the Information Systems Plan.

Equipment and Supplies

General facility equipment (electronic and otherwise), supplies and software are requested annually as part of the College budget process. Facility equipment and supplies needed are reviewed and prioritized for approval by the College Executive Staff.

Instructors are responsible for inspecting materials and equipment to ensure quality and safety standards in accordance with manufacturer requirements, codes, laws, and regulations pertaining to specialized materials and equipment, and their intended use.

Instructors are accountable, as demonstrated in Position Descriptions to ensure current, relevant, sufficient and up-to-date equipment and materials used in instruction is acquired, repaired or replaced in a timely manner that supports continuous instruction and to effectively achieve program goals. Employer Advisory Committee, Program Coordinators, and Instructors evaluate program equipment and supply needs and submit annual budget requests for purchases required. The Facility Services Department provides basic maintenance of classroom equipment. Institution use external vendors for more extensive maintenance and repair of equipment.

The Tooele Tech Property and Fixed Asset Policy listed on the College's website covers equipment inventory, location, transfer, and disposal of all equipment and supplies.

Evaluation

The College utilizes several methods for evaluating the campus infrastructure and the processes that support its operation including; internal reports, independent evaluations and regulatory inspections.

- **State of Utah Risk Management Self Inspection** – the Utah State Division of Risk Management is a state agency that provides insurance, and requires state facilities to follow prescribed rules and regulations. The College performs Risk Management Self Inspections of all areas of the campus and facilities annually. The comprehensive report provides feedback on items that need to be corrected.
- **State of Utah Division of Facilities Construction and Management (DFCM) Survey –** DFCM conducts an annual facilities audit to verify appropriate maintenance of state funded facilities.
- **Incident Reports –** If an incident report indicates issues with the facilities, Risk Management and Facilities will investigate and follow up.
- **Utah Occupational Safety & Health (UOSH) -** In response to a request from Tooele Tech, a visit was conducted by UOSH on October 9th and 14th 2014, at the Tooele Tech. All pertinent consultation program disclosures were discussed with the Tooele Tech as required by Code of Federal Regulation 1908.5(a)(3). A copy of the report can be attained by the Facilities Management.
- **Yearly Information Technology Audit –** The Office of the Utah State Auditor requires a yearly audit questionnaire of IT systems to ensure adequate confidentiality, integrity and availability.

Revised

8/15/2018

10/02/2017

3/28/2016

03/08/2016

02/10/2016

02/02/2016

01/26/2016